FOR MYSORE STATE

Secrtt. II-27—100,000—21-5-52.

Finance (1948) Department.

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G.O. No. 582

582

Dated 12-6-48

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[Despatch Abstract.]

Reorganisation of Office procedure in Govt Offices — suggestions of select Heads of Departments — Papers Recorded.

NOTE FOR THE RETRENCHMENT & REORGANIZATION COMMITTEE.

Reorganization of Office Procedure in Government Offices with a view to avoid delay and promoting expeditious despatch of papers.

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The Retrenchment and Reorganization Committee at its Meeting held on 4-5-1948 suggested that a Circular on the following lines might be issued to select Heads of Departments Viz.; the Inspector General of Police; Board of Revenue, the Surgeon General, the Director of Public Health, the Director of Agriculture, the Director of Public Instruction, the Registrar of Co-operative Societies, the Director of Industries and Commerce and the Chief Engineer (General):-

> "The Retrenchment and Reorganization Committee is considering the question of avoiding delay and promoting the expeditious despatch of papers in Government Officers. The Committee will be obliged if you will kindly send your suggestions in this regard within a fortnight"

In reply to the above Circular, the following suggestions have been made:

DIRECTOR OF INDUSTRIES AND COMMERCE

(a) Replacing a good proportion of clerks by better qualified and better equipped men on reasonable rates of pay, the more important of them being provided with Stenographers.

(b) Taking first things first with due regard to the capacity and strength of staff available, instead of attempting to introduce all reforms and schemes all at once; and drawing up a programme of work within the budgetary provision and sticking to it.

(c) Delegating greater financial and other powers to the better class of personnel referred to in item (a).

In particular, all correspondence which intereferes with other work, in the creation of continuance of additional posts, should be reduced by making permanent, posts which are required indefinitely and authorising heads and district officers of departments to employ additional staff within well-defined limits without addressing higher authority.

(d) Troubling subordinate Officers for reports only where information is not availble in the office concerned or a report is otherwise absolutely necessary. Calls for reports should be made by or under the authority of the Head of the Office (in the Secretariat by an officer not below the rank of the Deputy Secretary or his deputies, specially empowered to do so.

(e) Avoiding piecemeal references which are the result of ~~ex~~ inadequate study and attention in the first instance.

(f) By Government realising that intereference in individual cases and unnecessary calls for reports clog the administrative machine and slow it down appreciably.

CHIEF ENGINEER (GENERAL)

(a) An incentive should be provided for quick and expditious despatch of Government work. The number of grades must be increased and within each grade, there must be an incfemental scale. A quick and efficient worker should find it possible to jump from one grade to another, while the average worker must rest content to go

up the incremental scale and poor one to be degraded if his performance is consistently poor.

(b) For Special work, a bonus or honarorium or allowance may be given. The above system should be extended to the Executive Subordinates and Offficers of all Grades. Theere should be periodical training courses of 15 days' duration in efficiency and office procedure for each office (each Department and Office is different from another). Usually, one or two good and efficient senior men ~~can take up lecturing work and hold evening classes outside office hours for the new~~ can take up lecturing work and hold evening classes outside office hours for the new and below average men, and below average men will take also refresher courses every year until the standard of their improves. The Lecturers must be paid an honarorium for this job to enable them to take up the work with zeal and enthusiasm. I would suggest 15 days courses. Similarly, separate courses in Public Works Department Account and Departmental Codes and regulations, Fundamental Rules and Manuals must be held and all Lower Division Clerks must pass some of these before they get the first grade promotion and some other tests also before they get into upper division. These courses may be separate and will be delivered by another set of Senior Clerks well up in accounts.

(c) A book-let should be prepared on Office etiquette and public relations and all employees must learn them. A high standard of integrity and Loyal service must be inculcated in all employees.

SURGEON-GENERAL.

NO REMARKS.

DIRECTOR OF AGRICULTURE.

(a) The Officer should supervise and check the work of Clerks and the Registers maintained by them once in a fortnight or once in a month.

(b) The Separate fair-copy section in officers where they exist may be abolished and the typist or preferably a steno-typist may be attached to each section for typing drafts.

(c) Correspondence with subordinate officers should be minimised to the extent possible.

(d) The allocation of work among the various sections and officers should be such that there is no overlapping of subjects.

(e) There should be an Inspecting Party to inspect offices now and then to see that the system prescribed is correctly followed and that there is no unnecessary delay in the disposal of papers.

SECRETARY, BOARD OF REVENUE.

(a) A preliminary period of training to be given to clerks. I consider the abolition of the Clerks' Training School to be a retrograde step. Even though the Government may not like to incur expenditure on Schools, I suggest that a new Recruit to the Ministerial Service ought to have at least 2 week's training in the Office before he can be put in independent charge of his job.

b) Ensuring more effective supervision over clerks by reorganization of Sections of not more than 3 clerks in heavy sections, and not more than 5 in any other section.

(c) Better pay for Superintendents of Section so that increased responsibilities can be given to them. The delegation of passing routine drafts to Heads of Sections will be successful

only if these persons are of the right type. Heads of Sections should, if necessary, be graded as in the Board's Office.

(d) Encouragement of typewriting by every senior drafting clerk by the grant of a typewriting allowance and the issue of more typewriters. When compared with the Western countries we are notoriously backward in this respect. The amount of time lost by the clerks writing notes and drafts free hand is something colossal. The better run mercantile offices are streets ahead of Government in this respect. 20 or 30 years ago, even fair-copies had to be written free hand, and till recently, typewriters were not considered essential in Taluk Offices. If the Government were expedition, they must be prepared to spend money on labour saving devices and keep pace with the times and modern developments.

(e) The rules regarding disposal of business must be rigidly adhered to. Where an appeal is allowed, the appeal must be treated as final. Petitions against such final orders should not be encouraged and no report should be called for by any superior authority.

(f) Government must desist from interefering in matters of trivial importance, encouraging petitioners to move higher authorities to interefere in matters well within the competence of subordinate authorities.

(g) Sanction of adequate staff commensurate with the volume of business dealt with in an Office. Such Offices, like the Board and even the Collector's offices should be given sufficiant staff for the fair-copy sections and for relief to senior clerks of the routine work, such as the maintenance of Personal Registers, filling up of routine periodicals etc.

(h) Employment of the Express-Letter Form when the staff is inadequate to deal with the volume of business in an Office.

(i) Relaxing the formalities of address, e.g.,

From

XYZ Esqr.
Designation.

To

ABC Esq.,
Designation"

This generally takes up quarter of a page.

(j) Insistence on detention lists which must be scrutinised religiously by Section heads after verification with the files on a clerk's table.

(k) Arrangement by a clerk on his table of all pending papers according to the date of receipt when he is unable to deal with all the papers received by him any day, and imposition of stringent punishment for breaches of this rule and omission to show papers in the detention list.

(l) Periodical inspection of each clerk's pending work by section heads and superior officers.

(m) Relaxation of the rules, that forms must be printed only by the Superintendent, Government Press. (Where this involves delay, local printing should be permitted) Drafts should be printed; so also notes, e.g., when the note is of the same type and of frequent occurance.

same type and have to be issued frequently

(n) Delegation to Heads of Departments or power to sanction additional ministerial staff to deal with temporary increases of work. Under the present system, an officer has to make out a strong case long after delays owing to a sudden rush of work have crept in, causing complete havoc to the whole office and by the time Government pass the orders giving him relief, it is of no practical assistance as a fresh complication would have arisen.

(o) Correspondence direct with the lowest suitable subordinate authority instead of with the next subordinate authority where it is obvious that the latter will have to refer the matter to his subordinate.

(p) Avoidance of unnecessary reference to subordinate authorities when the opinion of an Officer has been called for by a superior authority.

(q) When such references are to be made because a superior authority has directed such consultation, disposal of the papers should be considered when a fair percentage have replied and replies from others are delayed.

(r) Relisation of the fact that certain items of work cannot be done by overworked and harassed Revenue Officials without judging, e.g., inspection of field stones and other survey marks by Revenue Inspectors. verification of Treasury balances by Tahsildars.

(s) Separation of Treasury work from the Revenue Department.

(t) Insistence of Clerks putting up drafts in anticipation of approval of the points for orders in their notes and putting up Office copies with fair copies in simple cases.

(u) Supply of sufficient telephones for every office when expedition in work is required.

(v) Revision of hours of work in the hot weather from 7 a.m. to 12 noon, fitting offices with fans especially in clerks' halls and programme for installation of air-conditioning plants in large district offices where summer heat is intense.

(w) Establishment of Canteens in large offices for clerks.

(x) Subsidies for Recreation Clubs for all big ofices and a realisation that Welfare activities are as important to undernourished and overworked civilian subordinates as it is for army personnel.

(y) Compulsory provident fund for all Government servants.

(z) Co-operative Housing Societies to enable ill-paid Government Servants to purchase a house by instalments.

ADD: -- (aa) Re-transfer to Madras of the Central Record Office which is now in Chittoor. Needless to say the fact that it is in Chittoor now causes very considerable delay and inconvenience.

(bb) The use of exchange reminders by subordinate officers when reminding superior offices. At present there is a marked diffidence by a subordinate office to remind a superior office by an exchange reminder, and the use of the letter form is a considerable waste of time and effort.

Sd.C.O.Coorey,
Secretary,Retrenchment and Reorganisation Committee..

/True Copy/

MINUTES OF THE MEETING OF THE RETRENCHMENT & REORGANIZATION COMMITTEE HELD ON 4-5-1948.

Ootacamund.

Present:

Sri T.A.Ramalingam Chettiar, M.C.A-Chairman
Sri T.K.Duraswami Ayyar,
Sri V.Ponnuswami Pillai,
Sri R.Suryanarayana Rao, M.L.C.,
C.O.Coorey Esq., M.B.E., I.C.S., Secretary,
Sri C.S.Krishnaswami Avvangar. Assitant Secretary.

Minutes of the meeting held on 3-5-1948 were read and confirmed with some alterations.

Reorganization of the Pension System: The Committee had a discussion about the reorganization of the Pension system and came to the following decisions:

The proposals now made are due to two difficulties experienced by Government servants and their families. Some Government servants may die early, leaving their families unprovided for. There is also the question of commutation of pension, which is now in existence, under which those Government servants who are in sound health may commute a portion of their pension. In case of their death not long after pension is sanctioned, their families get no benefit. So, it is now proposed to make two sorts of provision with a view to provide for the families of Government servants; one is that there should be a compulsory insurance and the other is that there should be a Provident Fund instituted, to which the Government will pay every month according to an actuarial calculation of the present value of a portion of the Pension (half of the pension according to the proposal). This will take the place of the right to commutation.

The objections to the scheme are: (1) the Scheme provides for cases where, on account of early death, no pension may be earned and (2) on Account of physical unfitness a person may not be entitled to commutation.

The Government will have to make the payment to the Provident Fund Every month. They will have to find this amount in addition to the salary they pay, though this will be in lieu of the pension they will have to pay later.

In Mysore and Travancore, provision for the families of Government servants dying in harness is made by making it compulsory for every Government servant to pay 10% of their salary and take out an Insurance policy for the appropriate amount.

The first question that may be raised is whether the same system may not meet the requirements of the situation and may not be adopted here. There is no question of a contribution to the Provident Fund by the Government in Mysore and Travancore. The Committee recommends that the system of compulsory insurance should be adopted in the case of all new entrants; in the case of those already in service, insurance may be optional. It is said that, in many cases, especially of low paid officers, the Insurance amount may not be sufficient for the maintenance of the families and that a Providient Fund will be helpful. This proposal involves the acceptance of the principle that pension is part of the pay and the employee is entitled to it.

Even though now it is paid after the termination of his service, it is only what he earned during his service that is paid to him. In that view, it is suggested that those who die early will also be earning their pension as they serve, and so, the advance payment, ~~which will increase~~ by the Government is legitimate; but this arrangement throws responsibility on the Government in three ways. As has been stated above, they will have to make an advance payment, which will increase the annual recurring expenditure, at least for the first thrity years. Secondly, they are asked to make an advance payment in lieu of a portion of pension to those who may die in service and who will not be earning the pension. Thirdly, the Provident Fund will benefit also those who, under the existing rules, will not be entitled to commution of pension. The Committee thinks that this additional responsibility ~~through~~ on the Government may be met by a reduction in the amount that may be arrived at by actual actuarial calculations as an equivalent to half of the pension. To decide the exact amount of this reduction to cover this additional responsibility is a difficult matter. It will have to be worked out by actuarial calculations. If this arrangement is accpted, there will be no need for commution of any portion of the pension, but it ought to be realised that the pension earned will be reduced by one half; that means a person will be getting ~~as pay when~~ after retirement only 1/4ths of what he was getting as pay when in service. So the Committee considers that in case the Government is prepared to accept the new scheme, in addition to applying it to future entrants, they should give the option to the employee now in service who has put in less than 10 years' permanent service to elect whether he will be prepared ~~to forego the reduction referred~~ to forego the reduction referred to above as well as the reduction in his pension by one half. In the case of these employees, i.e., those who have put in a permanent service of less than 10 years, the Government will have to make payments for the last years in a lump sum, so that the Provident Fund amount in their case may work equitably. It will not be possible to pay the lump sum for the past years in the case of those who have put in a longer period of service as this will involve the Government in immediate heavy financial liability.

If the above proposal to constitute a Provident Fund in lieu of a portion of the pension is accepted and it is extended to new entrants and option is given to employees with a service of less than Ten years to come under the scheme, employees who have put in a service of 10 years and upwards will get no benefit. The considerations mentioned above will apply to their cases also and such of the employees as die in harness or who die soon after retirement without having commuted any portion of their pension should, in equity and fairness, be shown some consideration. The Committee understands that the Government is now giving an ex-gratia gratuity to Officers dying in harness or soon after. The Committee would recommend that this ex-gratia gratuity should be given to all employees dying in harness or dying soon after retirement, on some uniform basis.

The above scheme of compulsory insurance and provident fund will begin to operate only from the date of confirmation.

In the case of inferior servants, the Committee does not think that the Government can undertake to pay for thier insurance or to start a Provident Fund for them. It will mean additions to their present salary. Considering the number of persons involved, it will be a very huge burden on the State and the Committee does not recommend it. On the other hand, the inferior servants may contribute 10% of their salary and get themselves insured for the amount that is possible. They will continue to get the benefit of compassionate gratuity as hitherto, for which other classes of Government servants will not be eligible.

INTRODUCTION OF STATE INSURANCE:- The question of starting a State Insurance has also been referred to the Committee. The Committee considers that it is advantageous to have State Insurance. As has been stated above, the Government will have to find funds to contribute to the Provident Fund, and pay interest on the same. This Provident Fund will have then to be a separate Fund earning interest. The Government will also require funds for development schemes. By way of Insurance, they will be able to get the funds necessary for these purposes. In these days, the Insurance business is one of the surest means for attracting capital and canalising savings. So the Committee would recommend that the Madras Government may also start a State Insurance, but they should make the State Insurance available for the public as well, for the purpose of attracting capital for reducing the costs. It is said that the rate quoted for Mysore and Travancore State Insurance and by the Postal Life Insurance are not so favourable as those quoted by some of the private Insurance Companies. For Competitive business, the rates will have to be more or less the same. In view of that also, the Committee would recommend that the State Insurance to be started should take in outside public too. In these days, when Insurance is asked to be socialised, the starting of Insurance business by the State will not be considered out of place.

As regards the scheme of Postal Insurance, it is a Government of India business not helping the Province in any way and it is not also open to the outside public. The example of industrialists who rely upon Insurance Companies for finance may also be noted.

Messrs T.K.Duraiswami Ayyar, V.Ponnuswami Pillai, and K.Suryanarayana Rao were appointed as Members of the Sub-Committee to examine the working of the following offices:

(1) Board of Revenue
(2) Government Transport Department and
(3) Office of the Examiner of Local Fund Accounts.
(this cancels the Sub Committee already ~~appointed~~ constituted).

The following draft Chapters were read and approved with certain alterations:

(1) Excise.
(2) Department of Women's Welfare, and
(3) Supply of uniform dress and badges to Talayaris to Distinguish them as Village Police.

The Committee suggested that a Circular on the following lines may be issued to sleect heads of Department., Viz. The Inspector General of Police, Board of Revenue, the Surgeon General, the Director of Public Health, the Director of Agriculture, the Director of Public Instructions, the Registrar of Co-operative Socieities, the Director of Industries and Commerce and the Chief Engineer (General):

"The Retrenchment and Reorganisation Committee is considering the question of avoiding delay and promoting the expeditious despatch of papers in Government Offices. The Committee will be obliged if you will kindly send your suggestions in this regard. within a fortnight."

The next meeting of the Committee will be held at 11-30 A.M. on 5-5-1948.

T.A.Ramalingam Chettiar,
Chairman, RETRENCHMENT &
REORGANIZATION COMMITTEE.

MINUTES OF THE MEETING OF THE RETRENCHMENT AND REORGANIZATION COMMITTEE HELD ON 1ST JUNE 1948.

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Present:

Sri T.A.Ramalingam Chettiar, M.C.A., Chairman.
Sri.T.A.Duraiswami Ayyar,
Sri V.Ponnuswami Pillai,
Sri R.Suryanarayana Rao, M.L.C.
C.O.Conrey, Esq; M.B.E., I.C.S. Secretary
C.S.Krishnaswami Ayyangar, Asst. Secretary.

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Minutes of the meeting held on 10-5-1948 at Ootacamund were read and confirmed.

The Assistant Inspector General of Police met the Committee on behalf of the Inspector of General of Police and had a discussion about the various problems. The Committee also considered the note regarding the Police Department sent by Sri. K.P.Krishnan Nayar.

Personal Assistants to the District Superintendents of Police:- There are 11 Personal Assistants in the following Districts:

(1) East Godavari
(2) Guntur,
(3) Madura North
(4) Ramnad,
(5) Tinnevelly,
(6) Tiruchirapalli
(7) Salem,
(8) Coimbatore.
(9) Malabar
(10) Personal Assistant to the District Superintendent of Police, Madras and
(11) Personal Assistant to the District Superintendent of Police, Tiruchirapalli. (Railway Police).

Of these, the Inspector General of Police has already surrendered the Personal Assistant to the Superintendent of Police, Tinnevely on account of the heavy work and the special problems concerned, it is necessary that assistance should be given to the Superintendents in the Districts of Malabar, Coimbatore, Tiruchirapalli and Madura North. The Assistant Inspector General of Police says that the charge of the two personal Assistants to the Railway Police Superintendents will be converted into Sub Division Charges located at Madura and Bezwada, on account of the heaviness of crime and the need for proper supervision. He also says that the Personal Assistants in Guntur and East Godavari should be continued until the Hyderbad problem is solved. The Committee thinks that Guntur should have the Personal Assistant on account of the border troubles, but the committee is not so sure about the necessary for continuing the Personal Assistant in East Godavari. The other three personal Assistants viz. those in Ramnad, Tinnevelly and Salem may be retrenched. The Committee understands that the Inspector General of Police is examining this question.

(ii) Delegation of Powers: The Powers of granting leave to and transferring Inspectors within the District is now vested with the Deputy Inspector General of Police, even though the Superintendents generally grant leave and order transfers and report to the Deputy Inspector General of Police. The Committee considers that the power may be vested in the Superintendents themselves.

The following powers may also be delegated to District Superintendents of Police:-

(1) Power to stop increments to Inspectors
(2) to grant increments to Inspectors and to sign increment certificates

P.T.O.

(3) to countersign Travelling Allowance Bills of Gazetted Assistants.

The Deputy Superintendents may be given disciplinery powers over the constables, except the power of appointment removal from Service and dismissal.

GENERAL - Applicable to all Departments:

(1) The Committee recommends that frequent transfers of officers ought to be stopped and unnecessary touring should be watched and controlled and that

(2) The system of Officers depending for their Supplies on their subordinates in camp should be stopped, Except in cases where they cannot make their own arrangements they should not call on their subordinates to make arrangements for supplies.

JAMABANDI: The Committee considered the statistics furnished by the Collectors of Anantapur and Chingleput and decided that the question may be further discussed at a subsequent meeting when Sri K.P.Krishnan Nayar, Member of the Committee, will be present.

THE CONNEMARA PUBLIC LIBRARY AND THE GOVERNMENT MUSEUM.

The Superintendent of the Government Museum and the Librarian of the Connemara Public Library met the Committee.

The Government now have three institutions, which the Committee considers should be related to each other and, if possible, housed in the same compound viz. the Madras Record Office, the Connemara Public Library and the Office of the Registrar of Books. Even if it is not possible to have the Record Office and the other institutions together, the committee considers that the Connemara Public Library, and the office of the Registrar of Books should be under one management and located in one place, so as to avoid expenditure and increase their utility. The Registrar of Books is now getting copies of all books and other publications printed and published in the Province. This will include most of the books in the regional languages and some of the books in English and Sanskrit. By combining the two under one institution, the necessity for purchasing books for the Connemara Public Library will, to a large extent, be ~~awaited~~ obviated. The Librarian can look after the work of the Registrar of Books with an qualified assistant. All the expense in the Registrar's Office will thus be saved. To this, the main difficulty pointed out is want of accommodation. The Connemara Public Library, as it is at present requires more accommodation for its growing needs and if the office of the Registrar of Book is also to be shifted to the same building, there will be the Victoria Technical Institute does not require its building which is put up in the compound adjoining the Museum and that under the Trust deed governing that institution, it can accommodate the Arts Section of the Government Museum. If the Arts Section of the Government Museum is transferred to the Victoria Technical Institute building, the portion now occupied by the Arts Section can be handed over to the Connemara Public Library for the housing of the Library as well as the books etc. in the Office of the Registrar of Books. The Committee considers that as an urgent and necessary improvement.

greater need for accommodation. The Committee is told that

In the Government Museum also, the Chief requirement seems to be additional accommodation. If, as recommended above, the building occupied by the Victoria Technical Institute, is made available to the Government Museum, the present requirements may be met.

The Committee considers that the Development of an Arts Gallery and an Arts Section of the Museum will have to be taken up soon and in a place like Madras, with its own civilization and development of fine arts, special development can be expedited only in a properly equipped Museum.

The Committee considers that the Development of an Arts Gallery and an Arts Section of the Museum will have to be taken up soon and in a place like Madras, with its own civilization and development of fine arts, special development can be expedited only in a properly equipped Museum.

The rate charged for the use of the Museum Theatre is now very low. The Committee recommends that the daily charges for the use of the Museum Theatre for recognised educational institutions should be increased to Rs.15/- and for other institutions to Rs.40/- and that the charge for rehearsals may be increased to Rs.5/-

Reorganisation of office procedure in Government Offices with a view to avoid delay and to promote expeditious despatch of papers:- The Committee discussed the above questions with T.M.S.Mani Esq., O.B.E., I.C.S., (Director of Industries and Commerce) and P.M.Jayarajan, Esq., I.C.S., (Secretary, Board of Revenue). The following points were stressed by the above officers:

(1) Recruitment of clerical staff in two different categories, one, of the present clerks category and the other of a higher category who will be fit to assume certain delegated powers.

(2) Delegation of larger powers to subordinate officers:

(3) The system of sanctioning posts for short periods even for permanent work and requiring sanction periodically should be put an end to:

(4) Unnecessary correspondence on matters which ~~are the result of inadequate study and in-attention in the first instance;~~ can be disposed of as matters of policy and unnecessary calling for the reports and opinion should be avoided.

(5) Avoiding piecemeal reference which are the result of inadequate study and inattention in the first instance;

(6) Avoiding unnecessary interference by the Government in the day to day administration of Departments and

(7) Re-transfer of the Central Record Office to Madras.

GRANTS IN AID TO INDUSTIRAL SCHOOLS: The Committee had discussions with the Director of Industires and Commerce and the Joint Director of Industries and Commerce about the several terms of grants-in-aid under the above head that are being given by the Government. The Committee recommends that the system as is in vogue at present may continue and that no modification is necessary.

The Committee approved the Draft Table of Contents for the Report of the Committee.

The next meeting of the Committee will be held at 9 A.M. on 2-6-1948.

T.A.Ramalingam Chettiar,
CHAIRMAN,
RETRENCHMENT AND REORGANISATION
COMMITTEE.

/True Copy/

Finance (Reorganization)Department.

The Retrenchment and Reorganization Committee at its meeting held on 4-5-1948, suggested that a General Circular should be issued to select Heads of Departments, Viz., the Inspector-General of Police, the Board of Revenue, Surgeon-General, Director of Public Health, Director of Agriculture, Director of Public Instruction, Registrar of Co-operative Societies, Director of Industries and Commerce and the Chief Engineerr (General) asking them to suggest ways and means for avoiding delay and promoting expeditious despatch of business in Government Offices, for being placed before the Retrenchment and Reorganization Committee. In reply to the above circular, replies have been received so far from the Director of Industries and Comerce, Chief Engineer (General), Director of Agriculture, Surgeon-General and Secretary, Board of Revenue. The suggestions made by the Heads of Departments have been summarised and a draft note for the Retrenchment and Reorganization Committee is submitted for approval. It does not seem necessary to wait for the receipt of replies from others. If any suggestions are made by them, they may also be brought to the notice of the Committee later.

Sd...
24/5/48.

As the subject has to be discussed by the Committee on 1-6-48, there is no time to wait for the receipt of replies from the 4 officers. The reference was sent on 6-5-48 and a reply was called for within about a fortnight.

The note below is for approval. If any further replies are received before 1-6-48, they may also be placed before the Cimmittee for consideration.

Sd...
25/5/48.

(Issue Note for RRC.pp 53-60 cf.)

The Retrenchment and Reorganization Committee considered the question of reorganization of office procedure in Government offices (other than Secretariat) with a view to avoid delays and promote expeditious despatch of business at its meeting held on 1st June, 1948 and a copy of the minutes of the meeting is put up at (A). The Committee has not made any specific recommendation on the subject. No further action is necessary now. The papers may therefore be recorded for future reference.

R E C O R D E D .

ORDER NO.582. FINANCE. DATED 12.6.48.

Abstract.

Sub: Reorganization of office procedure in Government offices - Suggestions of select Heads of Departments - papers - recorded.

Sd...
12.6.48.

/ True Copy/

SUPERINTENDENT.
14-6-1953.
Madras Record Office.

KP.17.6.53.